WELCOME

TO THE

INSTALLATION

REASSIGNMENTS BRANCH

LEVY BRIEFING

PURPOSE

This overview provides guidance and useful information to prepare you for Reassignment, and is not a substitute for attending the actual briefing conducted every Thursday at 1330.

INTRODUCTION

Information on the following is provided:

- Morale, Welfare, and Recreation (MWR)
- Installation Retention Office
- Army Community Services (ACS)
- Transportation
- Out-Processing
- Installation Reassignments Branch (IRB)
- Exceptional Family Member Program (EFMP)

Morale, Welfare, & Recreation (MWR)

MWR Web Site

School Liaison Services

Moving with School Age Children (K-12)?

- Notify school of moving plans
- Visit school to officially withdraw
- Request letters of recommendation
- Obtain copy of unofficial records
- Clear through School Liaison Officer

Outprocessing Requirements AR 600-8-101

PCS soldiers with accompanying children from

infant to age 18:

- Out-process through Child and Youth Services
- Out-process through school liaison officer
- Receive explanation of services available to ease the childcare and education/school transition.

School Liaison Services

Moving with School Age Children(K-12)?

- Check with housing at gaining installation to determine waiting period for on-post quarters. (This may determine the school your child will attend.)
- Check new school calendar for starting/ending dates.
- HAND CARRY all school documentation.
- STABILIZATION: 1March of Sophomore year through 1 September of Junior year
- Personnel PCSing to Europe can pre-register their children by going through the DODDS Europe website at www.eu.dodea.edu/schoolregister.htm

School Liaison Officers

- **LOCATION:**
  BLDG 2-1120, ROOM 317
  MACOMB & JACKSON ST.

- **POINT OF CONTACTS:**
  - Gerhard Guevarra
  - Shevelle Ramirez
  - Emily C. Grimes

- **PHONE:** (910) 432-1008 FAX: (910) 907-5046
- **Email:** **braggschoolliaison@conus.army.mil**

INSTALLATION RETENTION

82d & XVIII Airborne Corps do not have web site

Installation Retention

POINT OF CONTACTS:

XVIII Airborne Corps

LOCATION: Soldier Support Center, Bldg 4-2843, Normandy Dr.

POCs: SFC Campbell or SGM Capel

TEL: CIV (910) 396-1802/9181; DSN 236-xxxx

82nd Airborne

LOCATION:

POCs: SFC Willis or MSG Bier

TEL: CIV (910) 432-0125/1055; DSN 236-xxxx

Installation Retention

Service Remaining Requirements (SRR)

- What is a SRR?
- Who must take action?
- What actions can I take?
- Exceptions
- Notes

****** IF YOU HAVE ENOUGH TIME, YOU HAVE TO GO******

Installation Retention

WHAT IS A SRR?

A SRR is a HQDA prerequisite for a Soldier to have a specified amount of remaining contractual service in order for an authorized action to be taken

****** IF YOU HAVE ENOUGH TIME, YOU HAVE TO G**

Installation Retention

WHO MUST TAKE ACTION?

Soldiers, other than those in their initial

term, having four (4) or more years service

for pay purposes at ETS.

****** IF YOU HAVE ENOUGH TIME, YOU HAVE TO G**

Installation Retention

WHAT ACTIONS CAN I TAKE?

Upon Completion of Levy briefing, and not later than 45 days from EDAS transmittal date, complete one of the following:

- Reenlist
- Extend
- Combination (reenlistment and extension)
- Execute a Declination of Continued Service Statement (DCSS)

****** IF YOU HAVE ENOUGH TIME, YOU HAVE TO**

Installation Retention

EXCEPTIONS

- Soldiers who cannot obtain enough time through reenlistment or extension are not required to take action. Example: RCP
- Soldiers with insufficient time and ineligible to take action to obtain sufficient time are not required to take action. Example: Pending separation
- Indefinite Soldiers who are not retirement eligible may request separation under applicable provisions of AR 635-200. (cont.)

Installation Retention

Retirement eligible Soldiers may request retirement in lieu of PCS.

***NOTE**: Korea reenlistments W/TSRB require an 18-month SRR vs. a 12-month.*

****** IF YOU HAVE ENOUGH TIME, YOU HAVE TO G**

Army Community Services (ACS)

MWR Web Site

Relocation Readiness Program

- **POC**:

  Pat Long or Thomas Quick

  (910) 396-8682/8683

- **Location**:

  ACS, Soldier Support Center

  Bldg 4-2843, Normandy

- **Hours of Operation**: 0800 – 1700
- **Telephone**: 1-800-Go-Army-One

Relocation Readiness Program

- **SITES/WELCOME PACKETS: www.dmdc.osd.mil/sites**
- **OCONUS DRIVER'S**
- **MANUAL**
- **CONUS AUTOMAP**
- **VIDEO TAPE TOURS**
- **ALASKA**
- **SPONSORSHIP**
- **BILLETING INFORMATION**
- **CLEARING**
- **PRE-MOVE BRIEFING**
- **TEL: 1-800-Go-Army-One**

Fort Bragg, North Carolina
Standard Installation Topic Exchange Service (SITES)
Worksheet – Please Print

Date:_____ (SM) (FM)

Service Member's
Name:_____
(Last) (First)

Pay Grade: O____ CW____ E____ GS____

Status:(Please circle) Active Retired DOD Civilian
NAF

Daytime or Duty Phone: _____

PCS Move

From:_____ Departure
Date:_____
(Unit at Fort Bragg)

To:_____ Arrival
Date:_____
(New Duty Station)

Would you like to receive a Welcome Packet from your new duty station? If yes, print your information (below) where you would like to receive your packet. Delivery time is approximately 3 weeks.

Name:_____
_

Mailing
Address:_____
_

Note: Above information needed for statistical purposes only. Information will not be provided to third parties.

Financial Readiness

- FINANCES
  - CHECKING ACCOUNTS
  - PAYING BILLS
  - CREDIT REPORTS
- GENERAL INFORMATION
  - CANCEL CONTRACTS
  - HANDCARRY DOCUMENTS
- RESOURCES/CFNCOS'/ACS COUNSELORS/AER

TRANSPORTATION

WWW.SDDC.ARMY.MIL

Transportation

- **LOCATION**: Bldg 4-2843, 1st Flr, Normandy Dr
- **HOURS**: 0800-1600 M-F
- **TEL**: 396-2903, 396-5212, 396-5246, 396-6261
- **E-mail**: ppcig@conus.army.mil

Transportation

Report to the Transportation Office for information on the following types of moves:

- **Local moves** : Mon. thru Fri @ 1pm

(On and off post from and to the local area only)

- **Self-Procured Moves (Dity)** (Do it your self move):
  - Tuesday @ 0830
  - Thursday @ 0830 and 1000
- **OCONUS:** (To Include Alaska and Hawaii)
  - Monday and Friday @1400
- **Stateside**:
  - Monday and Friday @ 1000
  - Tuesday and Thursday @ 1400

Transportation

To receive additional information:

- Log on to WWW.SDDC.ARMY.MIL
- Select Personal Property
- It's your move pamphlet
- Shipment of your POV (Overseas)

IMPORTANT: *Immediately stop by the Transportation*

Office when you receive your orders so we can establish a

briefing date for your pending move.

OUT-PROCESSING

OUT-PROCESSING BRANCH

OUT-PROCESSING (IMA STAMP)

CUSTOMER SERVICE HOURS:
0800-1700 Mon – Fri

OUT-PROCESSING BRIEF:
0930 Mon - Fri
(SCHEDULING APPOINTMENTS 1300-1700)

LOCATION:
WING D, 2ND FLOOR, RM 261
SOLDIER SUPPORT CENTER

TELEPHONE: (910) 432-1961 DSN: 236-xxxx

EMAIL: ***Dorothy.Brown1@conus.army.mil***
Mike.Strickland@us.army.mil

OUT-PROCESSING (IMA STAMP)

- Provides individual service to expedite your transition

in out-processing the Installation

- Require at least 72-hours turn around time to prepare

Installation Clearance Packet

- Documents required to schedule appointmen

- Pre-Clearance and IMA Stamp

INSTALLATION REASSIGNMENTS BRANCH (IRB)

Reassignment Branch Web Site

LEVY POC'S

Pamela C. Wade

Levy Team Leader

pamela.wade1@us.army.mil

Tasha Polo

Levy Clerk

tasha.montford@us.army.mil

Processing Reassignments

- Reassignment Worksheet
- HAAP Election Statement
- DA Form 5888-R
- DA Form 4787-R
- TDY Option Sheet
- SITES Worksheet
- DA Form 4036-R
- Anti-Terrorism Information Paper
- HIV/AIDS testing for OCONUS PCS information paper
- Airborne Assignment Acceptance/Declination
- DD Form 1056 Passport Application

Exceptional Family Member Program(EFMP) OCONUS Clearance Procedures

MWR Web Site

PURPOSE

The **objective** of EFMP is to assess, document, and code the special education and medical needs of eligible family members, and forward these coded needs to the military personnel for consideration during the assignment process. The **purpose** of the screening is to identify family members with any medical, educational or mental health needs that may not be available in certain overseas areas.

Policy

- All Soldiers requesting dependent family travel for OCONUS travel (to include Alaska and Hawaii) must have their family member's medical records screened by the EFMP clinic, IAW AR 608-75. All overseas screening and enrollments are mandatory.
- Complete DA Form 7415 EFMP Query Sheet.

EFMP Procedures

- The Soldier will complete DA Form 5888-R, Part A. The form is authenticated by the levy section and forwarded to EFMP by courier. The DA 5888-R **will not** be hand carried by the individual soldier.
- The Soldier or spouse must initiate overseas screening appointments with the EFMP clinic within 30 days of the levy brief or the DA 5888-R will be returned to the levy section with a non-compliance notification which recommends an “all others tour.”

Scheduling Appointments

- To schedule appointments, call the EFMP Office @ 910-907-EFMP(3367)

- Schedule appointments for each dependent family member who is traveling with the Soldier.

Your Appointment

For all dependent family members requesting travel, the following must be brought to the appointment(s):

- Adult dependent(s) (i.e. spouse) must be present. It is not necessary for children to attend the appointment unless they are 18 or older, however, they still need an appointment and must have medical records brought by a parent.

- All military and civilian health records.

Your Appointment (Cont.)

- Documentation of recent physical exam for all family members (within the last year).
- For children, bring copies of any non-medical evaluations to include any IEP (Individual Education Plan) or IFSP (if applicable).
- For children 4-60 months, bring completed Ages and Stages Questionnaire (ASQ). These are available at our office.

Enrollment Process

At the appointments, the EFMP Screening Nurse will review the screening questionnaire, the outpatient medical records, and any supporting documentation to determine if any family member meets criteria for enrollment into EFMP. If any family member meets enrollment criteria, the enrollment process will be initiated. This process could take up to 6 weeks.

Final Review

After final review by the EFMP Medical Director (only the EFMP Medical Director may authenticate block 11 of the DA 5888-R) the completed DA 5888-R will be returned to the levy section by courier.

EFMP Clinic, 5 South Womack Army Medical Center

- **HOURS**: Mon-Fri, 0730-1630.

- If you have any questions, please contact us at (910) 907-EFMP (3367).

- **POCs**:

  Ms. Trisha Thurston, EFMP Coordinator

  Ms. Wendlon Nichols, EFMP Administrative Assistant

Conclusion

The following areas were covered:

- Morale, Welfare, and Recreation (MWR)
- Installation Retention Office
- Army Community Services (ACS)
- Transportation
- Out-Processing
- Installation Reassignments Branch (IRB)
- Exceptional Family Member Program (EFMP)